

Historic, Archive Document

Do not assume content reflects current scientific knowledge, policies, or practices.

19422
A8Ad6
cop. 4

UNITED STATES DEPARTMENT OF AGRICULTURE
Food Distribution Administration
Washington, D. C.



April 30, 1943

ADMINISTRATIVE SERVICES DIVISION MEMORANDUM NO. 26

To: Branch and Division Chiefs and Regional Administrators
From: William L. Rice, Acting Chief, Administrative Services
Division
Subject: Use of Penalty Envelopes for Food Order Reports

We have been asked if penalty envelopes could be used by private persons submitting reports requested in Food Distribution Orders.

In accordance with the Postal Laws and Regulations, penalty envelopes cannot be used for correspondence by private persons or concerns to send in free reports which they are required by law to make. Penalty envelopes therefore should not be furnished to persons sending in the reports required by our Food Distribution Orders.

William L. Rice

